

SCHEDULE A - 3

EMERGENCY REPAIR PROGRAM
NORTHWEST TERRITORIES

This Program will be delivered and administered by the Northwest Territories Housing Corporation (NWTHC).

1. OBJECTIVE

To assist households in core housing need in rural areas by providing assistance for the urgent repair of existing housing that is a threat to occupants' health or safety.

2. PROGRAM DESCRIPTION

The Emergency Repair Program provides assistance to households in existing housing to undertake emergency repairs that are required for the continued safe occupancy of their units. Repairs are intended to be limited to items urgently required to render the units fit for human habitation, rather than to restore housing to minimum property standards. Assistance is in the form of a contribution. Contributions may vary to a maximum of \$3 800 in remote northern areas. These areas and contribution limits are described in program guidelines. Eligible program costs are shared on a 75/25 basis by Canada and the Northwest Territories.

Enabling Federal Legislation

National Housing Act:

- . Emergency Repair - Section 34.121;
- . RNH Training Funds - Paragraph 37(1)(e).

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Enabling Territorial Legislation

Northwest Territories Housing Corporation Act:

- . Subsection 10(d).
- . Section 27;

3. ELIGIBILITY CRITERIA

3.1 Delivery Agents

Delivery agents, including Native organizations, acceptable to CMHC and NWTHC, may be involved in the planning and delivery of the Program. Agents delivering the rural component of the Residential Rehabilitation Assistance Program may deliver ERP. Criteria for the qualification of delivery agents (such as technical or financial expertise) will be agreed to by NWTHC and CMHC.

3.2 Areas

Rural areas of 2 500 or less persons are eligible for the program. Rural municipal jurisdictions having a population of greater than 2 500 persons but where the population is dispersed (ie. no population core or centre of more than 2 500), are also considered eligible areas. Up to 10% of the annual program budget may be directed to population centres of 2 500 to 5 000 persons.

3.3 Clients

Homeowners/occupants who are disadvantaged persons as defined in program guidelines and who are in core housing need, as defined in the Global Agreement, with total

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household income as defined in Appendix "1" which falls below the core need income threshold, are eligible for program contributions if the existing units they occupy require urgent repair to render them fit for human habitation.

3.4 Housing Units

To be eligible for the program, a housing unit must be the principal residence of the client and require urgent repair for continued safe habitation by the occupants. The program is available for principal dwellings which cannot qualify for assistance under the Residential Rehabilitation Assistance Program either because of the extent of major repairs required or excessive cost beyond RRAP program limits and standards.

4. ELIGIBLE PROJECT COSTS/ASSISTANCE

Eligible project costs will be cost-shared to the lesser of the approved actual costs or program maximums. Eligible project costs may include:

- . eligible materials, as outlined in the program guidelines;
- . contractor labour costs;
- . other costs such as retail sales tax, freight and storage costs where necessary, and any applicable permit fees.

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5. PROJECT SELECTION/DELIVERY PROCESS

5.1 Targeting

NWTHC will ensure that all funds are allocated within the geographic areas specified in the Operating Agreement and to priority groups in accordance with the approved Three-Year Plan attached as Schedule B to the Operating Agreement.

Ninety-five percent of ERP units are to be targeted to eligible Native households. Taking into account the planning process, NWTHC will assist families and senior citizens within this priority group with the intent to direct assistance in accordance with their share of core housing need relative to each other.

For eligible non-Native households, NWTHC, taking into account the planning process, will assist families and senior citizens within priority groups with the intent to direct assistance in accordance with their share of core housing need relative to each other.

Within the core housing need income limits, the amount of funds directed to households at the upper income levels shall not exceed their proportionate share of need.

5.2 Delivery

Delivery agents will enter into Agency Agreements with NWTHC, the form and content of which must be acceptable

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to both CMHC and NWTHC. This agreement will stipulate the scope, terms, conditions, roles and responsibilities of the agent, as well as delivery fees.

NWTHC will ensure that delivery is undertaken by eligible delivery agents who have met eligibility criteria agreed to by both parties.

RNH Training Program funds will be provided to eligible RNH clients, local housing groups and Natives. The RNH Training Funds Programs are described in detail in the Rural and Native Housing Homeownership and Rental program guidelines. Funding is shared by both parties.

5.3 Project Selection

NWTHC will ensure that only existing housing units requiring urgent repair to render the units fit for human habitation are selected for approval, and that repairs comply with eligible repair items outlined in the program guidelines.

6. COMMITMENT

NWTHC will ensure that all contribution commitments issued for emergency repairs are on the basis of unit inspection reports and approved client applications. A commitment is made when the application is approved by NWTHC.

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A commitment on RNH Training Funds is made when NWTHC agrees to provide funds for RNH Training to eligible recipients as outlined in the Rural and Native Housing Homeownership and Rental program guidelines.

The reporting of commitment take-up will be:

- . Subsidy Dollars

The dollar value of the contributions approved and of increases/decreases thereto for emergency repairs, and the number of units receiving these benefits.

- . RNH Training Funds

The dollar value of funds approved.

7. DISBURSEMENTS

NWTHC will ensure that:

- . No disbursement of a contribution amount is made prior to formal application approval.
- . When an interim disbursement is necessary, it is made based on suppliers/labour invoices for materials or on the agent inspection report on work completed.
- . Final disbursement is made on the basis of a final inspection report confirming that all approved repairs have been completed.
- . Contribution funds disbursed do not exceed the eligible project cost.

8. PROJECT/PORTFOLIO ADMINISTRATION

Contributions for emergency repair are not subject to an earning period because of the limited one-time only nature of the assistance. Accordingly, ongoing project/portfolio administration will be minimal.

9. ELIGIBLE PROGRAM COSTS

The eligible program costs will be shared on a 75/25 basis by Canada and the Northwest Territories. Eligible program costs include:

Budgetary Costs

Budgetary costs include:

- . Approved eligible project costs;
- . Delivery agent fees agreed to by the parties for approved applications;
- . Eligible annual costs of delivery and administration based on performance standards acceptable to CMHC;
- . Any financing interest payable on budgetary receipts and disbursements will be calculated at an interest rate acceptable to CMHC and NWTHC. Interest in such cases will be calculated on the net expenditures to the date of reimbursement;
- . RNH Training Funds provided for approved training purposes to facilitate participation of RNH clients, local housing groups and Natives in the delivery of the Emergency Repair Program;
- . Cost of program publicity measures and materials as agreed to by the parties.

10. BUDGETING AND CLAIMS

The financial reporting requirements for budgeting and claims are outlined in Appendix "3" to this Schedule and are specified in program guidelines.

11. INFORMATION REQUIREMENTS

NWTHC will ensure that all information requirements outlined in Appendix "2" of this Schedule and specified in program guidelines are provided to CMHC.

Commitment data will be provided no later than 30 days following the month a commitment is made. Updates to previously communicated commitment data will be transmitted on a similar basis.

In matters pertaining to monitoring of delivery agents, NWTHC will be responsible for assessing the agent's compliance with the agency agreement and program guidelines.

PROGRAM ELIGIBILITY

DEFINITION OF TOTAL HOUSEHOLD INCOME

For purposes of determining eligibility under this program, total household income is the total income of the household (before tax) from all sources for all persons in the household 15 years of age and over, as defined by Statistics Canada in its most recent Household Income, Facilities and Equipment data base documentation.

FEDERAL PAYMENT-TO-INCOME SCALE

DEFINITION OF ADJUSTED INCOME

There are no client payments under this program and accordingly no adjustments to client income.

INFORMATION REQUIREMENTS: SUMMARY

Commitment Data:

- . this data is submitted by way of Notice of Commitment forms in monthly batches;
- . the Notice of Commitment forms contain the following generic data elements:
 - account identifier;
 - commitment/approval date;
 - client details:
 - . household composition,
 - . household income and its source,
 - . Native ancestry,
 - . eligibility for RNH program;
 - project location, codes and address;
 - description of dwelling;
 - type and cost of repairs:
 - . material costs,
 - . contractor labour cost,
 - . applicant labour;
 - . repair type;
 - contribution amount;
 - delivery agency identifier;
 - agency fee information;
- . RNH Training Funds:
 - funds approved, training program, number of training events and contracts, names of recipient organizations and/or persons.

The financial reporting requirements for budgeting and claims can be grouped by the following categories:

- For the Emergency Repair Program all budgeting, claims and reporting will be segregated into the following activities unless otherwise indicated:

Paragraph 37(1)(e) - RNH Training Funds

A three-year financial plan is developed on an annual basis as part of the joint planning process. It identifies planned commitment levels, expenditure levels, and cash flow patterns over the planning period which includes the budget year and the following two years. Commitment activity is planned on a calendar year basis whereas expenditure activity is planned on a 31 March fiscal year basis. Cash flow is presented on both a calendar and fiscal year basis for five years. Commitment, expenditure and cash flow estimates for the year preceding the budget year and the two years following the budget year are presented for planning, information and monitoring purposes only.

Three year plans will be established by activity for the following areas:

- Commitments for ERP will be expressed in terms of budgetary dollars.

- Training Funds

Commitments for RNH Training Funds will be expressed in terms of budgetary dollars required.

A. BUDGET PREPARATION (Cont'd)

2. Budgetary Expenditures

For Emergency Repair, budgetary expenditures will be displayed by type of expenditure (contributions, training funds, agency fees, delivery and administration costs, and financing interest) in accordance with program guidelines.

3. Cash Flow - Budgetary

A summary of the expected quarterly cash flow of budgetary expenditures will be provided to assist in cash management.

B. BUDGET ADMINISTRATION

The approved annual budget is contained in Schedule B of the Operating Agreement. Changes to an approved budget must be determined and communicated in accordance with the Operating Agreement and the guidelines.

C. COMMITMENTS

A summary statement of commitment activity for the month is to be submitted within five working days of month end to permit timely monitoring and reporting of committed and uncommitted budgets. This statement is to be supported by a detailed listing by account number for each new commitment made in the month and of any change in that month to commitments made previously. This listing will be used to ensure that all individual commitment forms are transmitted by NWTHC.

Commitment activity will be split between current year's and increases, decreases and cancellations of prior years' commitments. Commitments for contribution and RNH Training Funds will be reported in budgetary dollars.

D. CLAIMS

Claims for settlement between the parties will be submitted on a monthly basis within thirty days of the end of the month to which the transaction relate. Claims will contain sufficient information to permit:

- a) interim verification that the amounts being claimed or remitted are reasonable and within approved budgets;
- b) the recording of the necessary accounting entries relating to budgetary expenditures; and
- c) the monitoring of the status of the portfolio through continuity schedules of contributions units committed, and contributions paid.

The entire financial activity of the program shall be reported by NWTHC, together with each party's proportionate share of expenditures.

Budgetary expenditures related to prior year accruals will be reported.

Amounts claimed for budgetary expenditures may be based upon estimates of actual activity. Estimates must be adjusted to actual on a periodic basis in accordance with program guidelines.

D CLAIMS (Cont'd)

The monthly claim for the Emergency Repair Program will include:

1. Continuity Schedule: Contributions

This schedule is required to enable the other party to monitor the ERP contributions and units that have been committed, disbursements on those commitments and outstanding commitments.

2. Continuity Schedule: RNH Training Funds

This schedule is required to monitor the RNH Training Funds that have been committed, disbursements on these commitments, and outstanding commitments.

3. Expenditures

A report of actual expenditures made or an estimate of expenditures incurred during the month is required to monitor the financial impacts of the program and to inform CMHC of its share of the expenditures.

The expenditures will be displayed in the following categories: contributions, RNH Training Funds, agency fees, delivery and administration costs and financing interest. Sufficient data will be provided to support the delivery and administration costs claimed. It is not necessary to provide detailed object of expenditure information in support of amounts claimed monthly for delivery and administration costs.

The report will also disclose the respective share of the expenditures of each party and the amounts for which reimbursement is being requested by NWTHC.

E. ANNUAL INFORMATION - AUDITED

The audited statement of budgetary expenditures will provide an independent verification of the proper use of funds in accordance with the Operating Agreement and program guidelines and will be used to determine the final amount payable to or recoverable from NWTHC for the fiscal year ending 31 March.

The audited statement and its supporting schedules will contain information at a level similar to that provided on the monthly claims for the fiscal year.

Budgetary expenditures will be broken down by year of commitment in a supporting schedule. This schedule does not require audit and may be based on reasonable estimates.

Audited information will be submitted no later than 30th September.

ANNUAL INFORMATION - UNAUDITED

Annual outstanding commitment information as at 31 December will be submitted for planning and monitoring purposes and to support information contained in CMHC's records.

A listing by project of outstanding commitment information will be presented by year of commitment and show the total disbursements to date for contributions and Training Funds.

E. ANNUAL INFORMATION - UNAUDITED (Cont'd)

This information is required to reconcile the detailed commitment files maintained by CMHC to those of the province.

Unaudited information must be submitted to the other party no later than 31 January.

F. BUDGETARY EXPENDITURE ACCRUALS

Budgetary expenditures which have been incurred but not disbursed within the fiscal year ending 31 March and which, in accordance with program guidelines, should be charged to the budget for that year, will be reported by NWTHC by 30 April. This information will be certified by a senior financial officer of NWTHC. Estimates of the accruals can be submitted at this time but will have to be adjusted to actuals when the final audited statement of expenditures is submitted.

DELIVERY AGENT FEE SCHEDULE : 1986

The delivery agent fees are as follows for 1986 ERP delivery:

ZONE 3	UP TO 100 Km	101 - 250 Km	251 + Km
STAGE 1	130	150	170
STAGE 2	170	190	205
TOTAL	<u>300</u>	<u>340</u>	<u>385</u>

All distances are one way and are calculated from the agent's approved base(s) of operation.

